

Laboratory Supervisor

Carl R. Woese Institute for Genomic Biology

University of Illinois at Urbana-Champaign

Description: Supervise a large multi-investigator research facility.

Major Duties and Responsibilities:

Supervise and oversee all operational aspects of the laboratory on a daily basis. This will include: (1) managing and maintaining common laboratory space, equipment, and equipment scheduling; (2) providing technical guidance to laboratory personnel in growth of microbes, PCR, culture maintenance, optimizing protocols and all aspects of molecular biology; (3) training laboratory personnel in the use of specialized laboratory equipment including centrifuges, HPLC, FPLC, LC-MS, mass spectrometry, anaerobic chambers, microscopes, etc.; (4) training of new lab members in lab safety requirements and good laboratory practice; (5) maintaining a preventative maintenance schedule for common equipment as needed and assist lab groups in the maintenance of individual equipment; (6) maintaining an accurate equipment and chemical inventory for each separate research group within the lab; (7) ensuring regulatory safety compliance is met, permits for controlled materials are in place, biohazards and chemical wastes are disposed of properly and records maintained; (8) overseeing microbial strain collections, freezer stocks, and databases; (8) supervising undergraduate students and lab assistants, including task assignment, scheduling, mentoring, and time approvals; (9) managing and overseeing laboratory maintenance budget with multiple funding sources; and (10) carrying out independent research on assigned projects and contribute to writing of peer-reviewed publications and research proposals.

Position Requirements and Qualifications:

Education:

Required: Bachelors degree in microbiology, biology, biochemistry or chemistry. Alternate degree fields will be considered/accepted depending upon the nature and depth of the experience as it relates to this position.

Preferred: Master's degree in microbiology, biology, biochemistry or chemistry.

Experience:

Required: At least one year of experience in a similar position.

Preferred: Experience in common microbiological and molecular biological techniques; Experience in chemical synthesis and separation methods; Experience in HPLC, FPLC and Mass Spectrometry; Experience in genomic techniques. Supervisory experience.

Knowledge Requirements:

Required: Knowledge of and/or familiarity with microbiological, molecular biological and genomic techniques. Knowledge of and/or familiarity with chemical synthesis and separation methods. Effective communication, personal relations, organizational, and team leadership skills. Demonstrated ability to perform with a professional demeanor in a diverse and fast-paced work environment consisting of multiple and changing priorities, under minimal supervision. Attention to detail. Proficiency in commonly-employed software.

Salary will be commensurate with experience and qualifications. This position is a 12-month, 100% time academic professional appointment with regular University benefits. The proposed starting date is negotiable after the close date.

Please create your candidate profile at <http://jobs.illinois.edu> and upload your letter of interest (including email address), resume and contact information for three professional letters of reference by July 20, 2017. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date. All requested information must be submitted for your application to be considered. For further information regarding the application procedures, you may contact Jacinda King, jkking@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>